

SUBSCRIBING / UN-SUBSCRIBING TO 21st CENTURY NEWS

Rev. 08/10/04

An Automated List Management System (Majordomo), is available for obtaining the State Controller's Office 21st Century Project status updates, news announcements, newsletters, etc. By subscribing to the automated distribution lists identified below, employees will receive email notification regarding the project. If your email address is subscribed on multiple lists, you may receive multiple notifications. The following lists are currently available for subscribing or unsubscribing to 21st Century Project materials.

<i>List Name</i>	<i>Description</i>
21stCenturyAdmin	Subscribers will receive important administrative level 21 st Century related news and information.
21 st CenturyUpdate	Subscribers will receive important updates on 21 st Century Project news and information.

Note: as the system is developed additional lists may become available. Example: information on Employee Self Service functions only.

TO ACCESS THE AUTOMATED LIST MANAGEMENT SYSTEM

The Automated List Management System (Majordomo), is accessed by keying the following address: majordomo@srv1.sco.ca.gov in the "TO" line on an email note (IMPORTANT: use numeric 1 in srv1).

TO SUBSCRIBE TO A LIST: On the first line, in the body of the message, in plain text, all lower case, no punctuation, no tabs or indents, type the request as follows:

- 1). Enter: "subscribe", followed by the name of the mailing list (see "List Name" above), then press Enter.
- 2). On the next line type "end" .

Example: subscribing to the **21stCenturyUpdate** list. Note: entries on the "Subject" line of the email note are not necessary but may be helpful for identification of the email.

After keying the two line command, "**Send**" the note.

To Subscribe, enter as displayed and then "**Send**" the email.

To...

Majordomo, SCO

Cc...

Subject:

subscribe 21stcenturyupdate
end

If the commands are successful you will receive a message from the Majordomo function stating "You are now subscribed".

Using the same format, and one of the commands below, other types of information can be obtained by sending the email request to: majordomo@srv1.sco.ca.gov (note: use numeric 1 in srv1).

<i>Command</i>	<i>Description</i>
help end	<u>HELP</u> : To get a <u>complete</u> list of commands and help using the system.
unsubscribe (list name) end	<u>UNSUBSCRIBE</u> : Will remove you from the indicated list.
info (list name) end	<u>INFO</u> : Information about the indicated list
which end	<u>WHICH</u> : Find out on which lists you are subscribed.

If you have any questions regarding this information, please contact Pat Quinn at Pquinn@sco.ca.gov or call (916) 324-7285.